



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109**

March 31, 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Professional Management of Army Comptrollers (PROMAC)

The Office of the Assistant Secretary of the Army for Financial Management and Comptroller, Comptroller Proponency Office announces the Professional Management of Army Comptrollers (PROMAC) application. PROMAC is a web-based modified commercial off the shelf human resources application developed by Oracle. The PROMAC software application is hosted on a server at the Engineer Research and Development Center, Vicksburg, MS.

PROMAC will enable the Comptroller Proponency Office to gather data and prepare reports such as the number of careerists with advanced degrees, certifications held, etc. These reports will assist succession planning, career management and professional development initiatives.

PROMAC uses the personnel data from the Defense Civilian Personnel Data System (DCPDS) for CP 11s and Total Officer Personnel Management Information System (TOPMIS) for FA 45s to load into the application. It provides an integrated snapshot of Army Financial Management personnel and their functional skills. Each careerist can access the application, see the official data, and update those data elements that are not received through the official HR systems (i.e., accreditation level, acquisition certification level, certificates and licenses, competencies, developmental assignments, rotational assignments and/or performance enhancing job experiences, professional organizations and supervisor information.) If personnel data is incorrect, a careerist can contact his/her servicing G 1 human resources organization to correct the information in the official system.

PROMAC also allows careerists to apply for short-term training (Army Comptroller Course, Professional Resource Management Course, Defense Financial Management Course, and Enhanced Defense Financial Management Training Course by submitting requests electronically to the MACOM Authorizing Official (AO) for approval. The MACOM AO may also approve and submit the applications electronically to the Comptroller Proponency Office. PROMAC will also allow the Comptroller Proponency Office to electronically notify careerists of selection for these short-term training classes.

We are requesting your assistance in coordinating with your command/agency Directors of Information Management to load the JInitiator and CERT files on each careerist's PC as soon as possible but NLT April 7, 2005. The JInitiator and CERT file must be loaded prior to the careerist accessing the PROMAC application. The JInitiator and CERT file instructions are located on the ASA (FM&C) website at <http://www.asafm.army.mil> under Proponency.

This PROMAC Help web link will show each careerist how to create a personal user name and password to log into the PROMAC system. The New User Registration web link is:

https://promac.army.mil/pls/PROMPRD/fndgfm/fnd_help.get/US/FND/@NAVASA06.

PROMAC

Login as username 'promacguest' and password 'oracle'

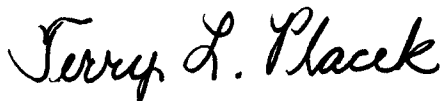
Click Connect

New User Registration

The web link to get access to the system is below:

https://promac.army.mil/OA_HTML/US/ICXINDEX_PROMPRD_promac.htm

For further assistance or inquiries email: proponency@hqda.army.mil. POC for this action is Aaron Polley, 703-614-4409, DSN 224-4409 or Lily Hum, 703-692-7414, DSN 222-7414.



Terry L. Placek

Chief, Comptroller Proponency Office
Office of the Assistant Secretary of the Army
(Financial Management and Comptroller)

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